

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>				1. CONTRACT ID CODE		PAGE OF PAGES	
						1 3	
2. AMENDMENT/MODIFICATION NO.		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
P00004		See Block 16C		PR-OW-20-00414			
6. ISSUED BY		CODE		7. ADMINISTERED BY (If other than Item 6)		CODE	
CAD							
CAD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: W136 Cincinnati OH 45268-0001							
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)				(x)			
GREAT LAKES ENVIRONMENTAL CENTER, INC. Attn: William J Arnold 739 HASTINGS STREET TRAVERSE CITY MI 496863458							
				9A. AMENDMENT OF SOLICITATION NO.			
				9B. DATED (SEE ITEM 11)			
				x			
				10A. MODIFICATION OF CONTRACT/ORDER NO.			
				EP-C-16-008			
				68HERC19F0269			
				10B. DATED (SEE ITEM 13)			
				09/24/2019			
CODE 800884181		FACILITY CODE					
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or electronic communication which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or electronic communication, provided each letter or electronic communication makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required)				(b)(4)			
See Schedule							
<b>13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>							
CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.						
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).						
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:						
X	D. OTHER (Specify type of modification and authority) BILATERAL - FAR 52.232-22, EPA-B-32-101						
<b>E. IMPORTANT:</b> Contractor <input type="checkbox"/> is not <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)							
DUNS Number: 800884181							
The purpose of this modification is to deobligate funding in the amount of (b)(4)							
(b)(4) from cost and (b)(4) from fee) from the Base Period as indicated in the Recapitulation of Funds attached.							
TOCOR: Brian Hasty Max Expire Date: 04/30/2021 Invoice Approver: Brian Hasty Alt Invoice App: Hugh Sullivan							
LIST OF CHANGES:							
Reason for Modification: Funding Only Action							
Total Amount for this Modification: (b)(4)							
New Total Amount for this Version: (b)(4)							
Continued ...							
Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				Sandra Stargardt-Licis			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
(Signature of person authorized to sign)				ELECTRONIC SIGNATURE		05/07/2020	
				(Signature of Contracting Officer)			

## CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
EP-C-16-008/68HERC19F0269/P00004PAGE OF  
2 3

NAME OF OFFEROR OR CONTRACTOR

GREAT LAKES ENVIRONMENTAL CENTER, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Obligated Amount for this Modification: (b)(4)</p> <p>New Total Obligated Amount for this Award: (b)(4)</p> <p>CHANGES FOR LINE ITEM NUMBER: 1 Total Amount changed (b)(4)</p> <p>Obligated Amount for this Modification: (b)(4)</p> <p>CHANGES FOR DELIVERY LOCATION: OW-OWOW-AWPD-MB Amount changed (b)(4) \$311,670.00 (b)(4)</p> <p>CHANGES FOR ACCOUNTING CODE: 19-20-B-87FM-000BD4-2505-1987ME9028-001 Amount changed from (b)(4)</p> <p>Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711</p> <p>Period of Performance: 10/01/2019 to 01/31/2021 .</p> <p>All other terms and conditions remain unchanged.</p>				

## SECTION B - Supplies or Services/Prices

### B-3 Local Clauses EPA-B-32-101 LIMITATION OF FUNDS NOTICE

#### BASE PERIOD

(a) Severable services may be incrementally funded. Non-severable services shall not be incrementally funded. Pursuant to clause 52.232-22/Limitation of Funds, incremental funding in the amount of (b)(4) is allotted to cover estimated cost. Funding in the amount of (b)(4) is provided to cover the corresponding increment of fixed fee. The amount allotted for costs is estimated to cover the contractor's performance through 01/31/2020.

(b) When the contract is fully funded as specified in clause EPA-B-16-102/ Estimated Cost and Fixed Fee, then clause 52.232-20/Limitation of Cost shall become applicable.

(c) Recapitulation of Funds

RECAPITULATION OF FUNDING TO DATE BY CONTRACT PERIOD			
CONTRACT NO. EP-C-16-008			
TASK ORDER NO. 68HERC19F0269			
Base Period - FROM 10/01/2019 through 01/31/20			
			TOTAL COST
FUNDING ACTION	ESTIMATED COST	FIXED FEE	PLUS FIXED FEE
Base	(b)(4)	(b)(4)	\$ 40,000.00
P00001			\$ 271,670.00
P00004			\$ (121,011.13)
Total Funded			\$ 190,658.87
Total Per Contract			\$ 311,670.00
Balance Unfunded			\$ 121,011.13

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>				1. CONTRACT ID CODE		PAGE OF PAGES	
						1 3	
2. AMENDMENT/MODIFICATION NO.		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
P000005		See Block 16C		PR-OW-20-00426			
6. ISSUED BY		CODE		7. ADMINISTERED BY (If other than Item 6)		CODE	
CAD							
CAD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: W136 Cincinnati OH 45268-0001							
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)				(x)			
GREAT LAKES ENVIRONMENTAL CENTER, INC. Attn: William J Arnold 739 HASTINGS STREET TRAVERSE CITY MI 496863458							
				9A. AMENDMENT OF SOLICITATION NO.			
				9B. DATED (SEE ITEM 11)			
				x 10A. MODIFICATION OF CONTRACT/ORDER NO.			
				EP-C-16-008			
				68HERC19F0269			
				10B. DATED (SEE ITEM 13)			
				09/24/2019			
CODE 800884181		FACILITY CODE					
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or electronic communication which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or electronic communication, provided each letter or electronic communication makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required)				(b)(4)			
See Schedule							
<b>13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>							
CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.						
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).						
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:						
X	D. OTHER (Specify type of modification and authority) Unilateral - FAR 52.232-22						
<b>E. IMPORTANT:</b> Contractor <input checked="" type="checkbox"/> is not <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)							
DUNS Number: 800884181							
The purpose of this modification is to provide incremental funding in the amount of (b)(4) (b)(4) to cost and (b)(4) to fee) for Option Period 1 as indicated in the Recapitulation of Funds attached.							
TOCOR: Brian Hasty Max Expire Date: 04/30/2021 Invoice Approver: Brian Hasty Alt Invoice App: Hugh Sullivan							
LIST OF CHANGES:							
Reason for Modification: Funding Only Action							
Total Amount for this Modification: \$0.00							
New Total Amount for this Version: (b)(4)							
Continued ...							
Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				Sandra Stargardt-Licis			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
(Signature of person authorized to sign)				ELECTRONIC SIGNATURE		05/18/2020	
				(Signature of Contracting Officer)			



## CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
EP-C-16-008/68HERC19F0269/P00005PAGE OF  
2 3

NAME OF OFFEROR OR CONTRACTOR

GREAT LAKES ENVIRONMENTAL CENTER, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>New Total Amount for this Award: (b)(4)</p> <p>Obligated Amount for this Modification: (b)(4)</p> <p>New Total Obligated Amount for this Award: (b)(4)</p> <p>Incremental Funded Amount changed: from (b)(4)</p> <p>CHANGES FOR LINE ITEM NUMBER: 2</p> <p>Obligated Amount for this Modification: (b)(4)</p> <p>Incremental Funded Amount changed from (b)(4)</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 20-21-B-87FM-000BD4-2505-2087ME4015-001 Beginning FiscalYear 20 Ending Fiscal Year 21 Fund (Appropriation) B Budget Organization 87FM Program (PRC) 000BD4 Budget (BOC) 2505 Job # (Site/Project) Cost Organization DCN-LineID 2087ME4015-001 Quantity: 0 Amount: (b)(4) Percent: (b)(4) Subject To Funding: N Payment Address: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711</p> <p>Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711</p> <p>Period of Performance: 10/01/2019 to 01/31/2021 . All other terms and conditions remain unchanged.</p>				

## SECTION B - Supplies or Services/Prices

### B-3 Local Clauses EPA-B-32-101 LIMITATION OF FUNDS NOTICE

#### OPTION PERIOD 1

(a) Severable services may be incrementally funded. Non-severable services shall not be incrementally funded. Pursuant to clause 52.232-22/Limitation of Funds, incremental funding in the amount of (b)(4) is allotted to cover estimated cost. Funding in the amount of (b)(4) is provided to cover the corresponding increment of fixed fee. The amount allotted for costs is estimated to cover the contractor's performance through 01/30/2021.

(b) When the contract is fully funded as specified in clause EPA-B-16-102/ Estimated Cost and Fixed Fee, then clause 52.232-20/Limitation of Cost shall become applicable.

(c) Recapitulation of Funds

#### RECAPITULATION OF FUNDING TO DATE BY CONTRACT PERIOD CONTRACT NO. EP-C-16-008 TASK ORDER NO. 68HERC19F0269

##### Option Period 1 - FROM 2/1/2020 through 01/31/21

<b>FUNDING ACTION</b>	<b>ESTIMATED COST</b>	<b>FIXED FEE</b>	<b>TOTAL COST PLUS FIXED FEE</b>
P00001	(b)(4)	(b)(4)	\$ 293,528.00
P00002			\$ 55,000.00
P00003			\$ 100,000.00
P00005			\$ 700,000.00
<b>Total Funded</b>			\$ 1,148,528.00
<b>Total Per Contract</b>			\$ 1,148,565.00
<b>Balance Unfunded</b>			\$ 37.00

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>				1. CONTRACT ID CODE		PAGE OF PAGES	
						1 4	
2. AMENDMENT/MODIFICATION NO.		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
P00006		See Block 16C		See Schedule			
6. ISSUED BY		CODE		7. ADMINISTERED BY (If other than Item 6)		CODE	
CAD							
CAD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: W136 Cincinnati OH 45268-0001							
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)				(x) 9A. AMENDMENT OF SOLICITATION NO.			
GREAT LAKES ENVIRONMENTAL CENTER, INC. Attn: William J Arnold 739 HASTINGS STREET TRAVERSE CITY MI 496863458							
				9B. DATED (SEE ITEM 11)			
				x 10A. MODIFICATION OF CONTRACT/ORDER NO.			
				EP-C-16-008			
				68HERC19F0269			
				10B. DATED (SEE ITEM 13)			
				09/24/2019			
CODE 800884181		FACILITY CODE					
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or electronic communication which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or electronic communication, provided each letter or electronic communication makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required)				(b)(4)			
See Schedule							
<b>13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>							
CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.						
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).						
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:						
X	D. OTHER (Specify type of modification and authority) Bilateral - FAR 52.243-2 and Mutual Agreement of the Parties						
<b>E. IMPORTANT:</b> Contractor <input type="checkbox"/> is not <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)							
DUNS Number: 800884181  The purpose of this modification is to: 1) Revise the Performance Work Statement in accordance with the attached Performance Work Statement to extend the Period of Performance for Option Period 2 from 02/01/2021 - 04/30/2021 to 02/01/2021 - 01/31/2022 due to work delays resulting from the Covid-19 Pandemic; 2) Increase the total cost of Option Period 2 to (b)(4) (b)(4) to cost and (b)(4) to fee); and 3) Provide incremental funding for Option Period 2 in the amount of (b)(4) as indicated in the attached Recapitulation sheet.  TOCOR: Brian Hasty Max Expire Date: 01/31/2022 Invoice Approver: Brian Hasty Alt Invoice App: Hugh Sullivan LIST OF CHANGES: Continued ...							
Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				Sandra Stargardt-Licis			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
(Signature of person authorized to sign)				ELECTRONIC SIGNATURE		01/22/2021	
				(Signature of Contracting Officer)			

## CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
EP-C-16-008/68HERC19F0269/P00006PAGE OF  
2 4

NAME OF OFFEROR OR CONTRACTOR

GREAT LAKES ENVIRONMENTAL CENTER, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Reason for Modification: Supplemental Agreement for work within scope Period Of Performance End Date changed from 31-JAN-21 to 31-JAN-22 Total Amount for this Modification: (b)(4) New Total Amount for this Version: (b)(4) New Total Amount for this Award: (b)(4) Obligated Amount for this Modification: (b)(4) New Total Obligated Amount for this Award: (b)(4) Incremental Funded Amount changed: from (b)(4) Maximum Potential Expiration Date changed to: 01/31/2022</p> <p>CHANGES FOR LINE ITEM NUMBER: 3 Total Amount changed from (b)(4) (b)(4) Obligated Amount for this Modification: (b)(4) Incremental Funded Amount changed from \$0.00 to (b)(4) End Date changed from 30-APR-21 to 31-JAN-22 Exercised option</p> <p>CHANGES FOR DELIVERY LOCATION: OW-OWOW-AWPD-MB Delivery Date changed from 04/30/2021 to 01/31/2022</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 21-22-B-87FM-000B89-2505-2187ME4007-001 Beginning FiscalYear 21 Ending Fiscal Year 22 Fund (Appropriation) B Budget Organization 87FM Program (PRC) 000B89 Budget (BOC) 2505 Job # (Site/Project) Cost Organization DCN-LineID 2187ME4007-001 Quantity: 0 Amount: (b)(4) Percent: (b)(4) Subject To Funding: N Payment Address: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Continued ...</p>				

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED	PAGE	OF
	EP-C-16-008/68HERC19F0269/P00006	3	4

NAME OF OFFEROR OR CONTRACTOR  
GREAT LAKES ENVIRONMENTAL CENTER, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Durham NC 27711</p> <p>Payment:</p> <p>RTP Finance Center</p> <p>US Environmental Protection Agency</p> <p>RTP-Finance Center (AA216-01)</p> <p>109 TW Alexander Drive</p> <p>www2.epa.gov/financial/contracts</p> <p>Durham NC 27711</p> <p>Period of Performance: 10/01/2019 to 01/31/2022</p> <p>.</p> <p>All other terms and conditions remain unchanged.</p>				



## SECTION B - Supplies or Services/Prices

### B-2 Local Clauses EPA-B-16-102 ESTIMATED COST AND FIXED FEE

#### OPTION PERIOD 2

(a) The estimated cost of this contract is (b)(4)

(b) The fixed fee is (b)(4)

(c) The total estimated cost and fixed fee is \$430,929

### B-3 Local Clauses EPA-B-32-101 LIMITATION OF FUNDS NOTICE

#### OPTION PERIOD 2

(a) Severable services may be incrementally funded. Non-severable services shall not be incrementally funded. Pursuant to clause 52.232-22/Limitation of Funds, incremental funding in the amount of (b)(4) is allotted to cover estimated cost. Funding in the amount of (b)(4) is provided to cover the corresponding increment of fixed fee. The amount allotted for costs is estimated to cover the contractor's performance through 02/26/2021.

(b) When the contract is fully funded as specified in clause EPA-B-16-102/ Estimated Cost and Fixed Fee, then clause 52.232-20/Limitation of Cost shall become applicable.

(c) Recapitulation of Funds

#### RECAPITULATION OF FUNDING TO DATE BY CONTRACT PERIOD

CONTRACT NO. EP-C-16-008

TASK ORDER NO. 68HERC19F0269

#### Option Period 2 - FROM 2/1/2021 through 01/31/22

<b>FUNDING ACTION</b>	<b>ESTIMATED COST</b>	<b>FIXED FEE</b>	<b>TOTAL COST PLUS FIXED FEE</b>
P00006	(b)(4)	(b)(4)	\$ 30,000.00
<b>Total Funded</b>			\$ 30,000.00
<b>Total Per Contract</b>			\$ 430,929.00
<b>Balance Unfunded</b>			\$ 400,929.00

## SECTION F - Deliveries or Performance

### F-1 Local Clauses EPA-F-12-101 PERIOD OF PERFORMANCE

#### OPTION PERIOD 2

The period of performance of this contract shall be from 02/01/2021 through 01/31/2022 inclusive of all required reports.

## SECTION J - List of Documents, Exhibits and Other Attachments

<b>Attachment Number</b>	<b>Title</b>	<b>Date</b>
1	Attachment 1 - Performance Work Statement	01/21/2021

**Performance Work Statement  
Technical Support for National Aquatic Resource Surveys  
Solicitation PR-OW-19-00174  
Task Order 68HERC19F0269**

**A. TITLE:** National Coastal Condition Assessment 2020: Logistics Support and Training

**B. EPA PERSONNEL**

**Task Order Contracting Officer Representative (TOCOR):**

Name: Brian Hasty  
Office: Office of Water/Office of Wetlands, Oceans & Watersheds/  
WRAPD/MAB  
Address: 1200 Pennsylvania Avenue NW (4503T), Washington, DC 20460  
Telephone: 202-564-2236  
E-mail: [hasty.brian@epa.gov](mailto:hasty.brian@epa.gov)

**Alternate Task Order Contracting Officer Representative (ALT-TOCOR):**

Name: Hugh Sullivan  
Office: Office of Water/Office of Wetlands, Oceans & Watersheds/  
WRAPD/MAB  
Address: 1200 Pennsylvania Avenue NW (4503T), Washington, DC 20460  
Telephone: 202-564-1763  
E-mail: [Sullivan.hugh@epa.gov](mailto:Sullivan.hugh@epa.gov)

**C. ESTIMATED PERIOD OF PERFORMANCE**

Base Period: October 1, 2019 through January 31, 2020

Option Period 1: February 1, 2020 through January 31, 2021

Option Period 2: February 1, 2021 through ~~April 30, 2021~~ January 31, 2022

**I. BACKGROUND:**

The U.S. EPA, states and other partners are planning a survey of the nation's coastal waters. The National Coastal Condition Assessment (NCCA) 2020 employs a stratified random sampling design and consistent methods across the country to:

- Assess the condition of the nation's estuarine and nearshore Great Lake waters at national and regional scales;
- Evaluate changes in condition from the previous NCCA; and
- Help further state and tribal capacity for monitoring and assessment.

Pre-planning documents, subject to change, identify the target population of coastal waters. The study index period extends from May to September. The pre-planning documents provide the following estimates of sample sizes:

- 725 sites in estuarine waters and 225 sites in the Great Lakes.
- 67 revisit sites
- Unknown number of other potential intensification sites from other organizations including states/territories
- As a result of the COVID-19 pandemic, all field work for the NCCA was not completed in 2020. In 2020 approximately 80% of sites were completed, the remaining 20% of sites will need logistics support in 2021.

Field sampling will be conducted by State/Tribal field crews, EPA Regional staff, staff from other federal agencies, and contractors under other contract vehicles (i.e., field sampling is not part of this task order). In the NCCA 2015, 67 field crews collected the samples from the more than 1200 sites. EPA selects the sites and field crews determine the sampling schedules.

To minimize variability, EPA requires that all partners use the same field sampling protocols. To ensure that the field crews understand the protocols, EPA requires that all crews are trained in the protocols selected for the survey. Most field crews attend a multi-day training session that consists of in-classroom and in-field modules, taught by persons who previously conducted a trial run of the training and have experience with the methods (i.e., train-the-trainer).

As another step in ensuring that all crews consistently apply the survey's field protocols, each field crew receives an assistance visit during one of their first sampling episodes. Assistance visits are conducted by persons who attended an EPA-sponsored training or served as trainers. Preferably, assistance visitors also have experience implementing the NCCA (or similar) methods. By having assistance visits early, the crew can incorporate corrective actions into sampling at most of their assigned sites.

Because NCCA will require consistency in sample collection, the contractor shall supply crews with sampling materials. The materials shall include equipment not readily available and supplies that the crews use only once such as sample bottles, gloves, preservation chemicals (some are hazardous), shipping labels addressed to the EPA-contract laboratories, and packaging. In addition to the logistical tasks, the contractor shall track the supplies to ensure that the field crews receive them in a timely manner. Once the field crew collects the samples, the contractor shall track the samples to ensure that they arrive at the appropriate destinations and follow up with appropriate entities if samples are missing/damaged (e.g. field crews, shipping companies, etc.).

## II. PURPOSE

The purpose of this task order is to provide logistics and training support to the EPA Office of Water in implementing the NCCA 2020 and NCCA 2021. The types of support required for this project include providing manual development and/or refinement; developing and/or refining training materials; planning and conducting training sessions; preparing and distributing materials; providing logistical and technical support for the field sampling crews; tracking field activities and samples; and conducting preliminary data reviews.

## III. GOVERNMENT FURNISHED INFORMATION

EPA will post the following references in the National Aquatic Resource Surveys (NARS) SharePoint site [https://usepa.sharepoint.com/sites/OW\\_Community/nars/Contracts/](https://usepa.sharepoint.com/sites/OW_Community/nars/Contracts/) as they become available. The EPA TOCOR will provide revisions of draft documents.

- Reference 1: National Coastal Condition Assessment 2020 Quality Assurance Project Plan. (QAPP) (draft)
- Reference 2: National Coastal Condition Assessment 2020: Field Operations Manual. (FOM) (draft)
  - EPA may include extra samples for microplastics, acidification in estuarine systems, isotopes in sediment, and algal toxins.
- Reference 4: National Coastal Condition Assessment 2020: Laboratory Methods Manual. (LOM)
- Reference 5: NCCA 2020 Design Documentation
- Reference 6: NCCA 2020 Great Lakes Nearshore Design Documentation
- Reference 7: National Coastal Condition Assessment 2020 Site Evaluation Guidelines (SEG) - DRAFT
  - The site selection and replacement rules are described in the draft SEG. The sample selection includes multiple separate panels to designate statistical oversample sites to use in replacing sites.
- Reference 8: Field Assistance Visit Checklists used for NCCA in 2015
  - This will be updated and revised for NCCA 2020; the changes could be significant.
- Reference 9: NCCA Field Forms
  - EPA will provide the contractor with paper forms and e-forms versions during the task order's period of performance.
- Reference 10: PowerPoint presentations used for NCCA 2015 trainings
- Reference 11: NCCA 2020 list of probability selected base and replacement sites

#### **IV. GENERAL REQUIREMENTS**

In providing support under the tasks described in Section V, the contractor also shall adhere to the following general requirements:

1. Deliverables (see Contract PWS B.1)

Unless specified differently in the PWS or technical direction (per Contract Clause H.12), the contractor shall provide deliverables as electronic files transmitted by email or via shared systems (e.g., EPA's SharePoint site).

Memoranda shall be placed on company letterhead and the subject line shall include the phrase "EPA Contract EP-C-16-0XX". When transmitting deliverables by email, subject headers should include the contract, task order, and deliverable description (e.g., "EP-C-16-0XX TO 68HERC19FXXXX: QAPP Signature Pages").

All electronic files shall be clearly named using the survey abbreviation "NCCA," a logical abbreviation for the name of the document (e.g., QAPP), the contractor name (abbreviated), and the date of edits to assist in version control (ex: NCCA\_QAPP\_XX\_YYYYMMDD). Final versions shall be provided to EPA in both the original format (e.g., Word, PowerPoint) and PDF versions (if necessary, EPA will modify the files to be Section 508 compliant or request through technical direction that the contractor make them 508 compliant).

Unless specified differently by the EPA TOCOR in technical direction (per Contract Clause H.12), the contractor shall ensure that documentation is created using Agency standard software formats (e.g., Microsoft Office) to facilitate EPA use and review.

2. Identification at Meetings (see Contract PWS B.2)

Contractor personnel shall always identify themselves as contractor employees by name and organization. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the TOCOR.

3. The contractor shall follow the provision of EPA prescription 1523.703-1, acquisition of environmentally preferable meeting and conference services (May 2007), for the use of off-site commercial facilities for an EPA event, whether the event is a meeting, conference, training session, or other purpose. Environmental preferability is defined at FAR 2.101, and shall be used when soliciting quotes or offers for meeting /conference services on behalf of the Agency. No single event under this TO is anticipated to exceed \$20,000. The contractor shall immediately notify the EPA Contracting Officer, PO and TOCOR of any anticipated event involving support for a meeting, conference, workshop, symposium, retreat, seminar or training that may potentially incur \$20,000 or more in cost during performance. Conference expenses are all direct and indirect costs paid by the government and include any associated authorized travel and per diem expenses, room charges for official business, audio visual use, light refreshments, registration fees, ground transportation and other expenses as defined by the Federal Travel Regulations. All outlays for conference preparation should be included, but the federal employee time for conference preparation should not be included. After notifying EPA of the potential to reach this threshold, the Contractor shall not proceed with the task(s) until authorized to do so by the Contracting Officer.



4. As required, the TOCOR shall provide technical direction in accordance with Clause H-12 of the contract, EPAAR 1552.237-71 TECHNICAL DIRECTION (AUG 2009) and the Contract Level PWS.

5. Government Furnished Property (GFP): There will be no GFP provided to the contractor during the performance of this task order. In accordance with FAR 45.102, the contractor shall be required to furnish all property necessary to perform this Task Order. This Task Order does not include the provision of contractor acquired property.

## V. SCOPE OF WORK

### Task 1. Task Order Management and Monthly Progress Reports (See Contract Attachment 2 and 3; PWS B.2)

The contractor shall manage the Task Order (TO) and submit monthly progress and financial reports prepared and submitted in accordance with the contract clause, Contract Attachment 2, Reports of Work. The monthly progress and financial reports shall be broken out by task. The monthly progress report shall include project status, expenditures to date, unexpected problems or concerns, lessons learned, Quality Assurance / Quality Control (QA/QC) activities, and next steps. The contractor also shall brief the TOCOR on progress, (e.g. training planning and logistics, and document and training material development), during periodic (e.g., weekly) teleconferences during periods of intense activity.

#### Deliverables and Schedule under Task 1:

Task	Deliverable	Due
1	Progress and financial reports	Monthly
	Calls with EPA	Per written technical direction by the TOCOR (per Contract Clause H.12)

### Task 2. Quality Assurance (Contract PWS B.3)

Quality Assurance (QA) is an important component of EPA's work to assure that minimum quality standards are attained. The contractor shall address the QA requirements of this task order by adhering to the requirements and procedures identified in:

- The contractor's customized Quality Management Plan (QMP) incorporated into this NARS contract;
- NCCA QA documents, which describe how QA/QC will be applied to the collection of environmental data for the survey. The documents relevant to support in this task order are:
  - NCCA 2020 Quality Assurance Project Plan (QAPP)
  - NCCA 2020 Field Operations Manual (FOM)
  - NCCA 2020 Site Evaluation Guidelines (SEG)

The NCCA 2020 Quality Assurance (QA) documents will evolve throughout the task order and will continue to be used in 2021. Through its support in Task 3, the contractor shall be integral to the document evolution, and may be aware of EPA's revisions before they are approved by the EPA Quality Assurance Officer (QAO). It is critical that, as it reviews EPA's draft revisions, the contractor verifies that its own performance and previous deliverables are consistent with the requirements in the ever-evolving QAPP and FOM. The contractor shall notify the EPA TOCOR immediately if it identifies areas where performance and previous deliverables are not consistent with the revisions being made to the 2020 QAPP, FOM or other documents. The contractor also shall notify the EPA CO and TOCOR if the changes will impact task order costs. The EPA CO will determine whether any modifications to the contractor's performance and/or previous deliverables will be necessary. Modifications to the contractor performance or deliverables may require a modification to the task order. Any changes in cost or scope must be approved in writing by the contracting officer.

- Requirements in the other tasks such as:
  - Checklists to ensure that the assistance visits provide thorough evaluations of the field crew's performance (Task 5) and field kits contain the appropriate materials (Task 7).
  - Soliciting feedback from participants about the training sessions (Task 5).

As demonstration of the contractor's:

- a. Commitment to adhere to the NCCA 2020 QAPP, the contractor's survey staff shall sign the page "Review & Distribution Acknowledgment and Commitment to Implement" ("signature page") in the introductory section of the approved QAPP for the 2020 and 2021 survey years. Survey staff include the contractor's Quality Assurance Officer; Task Order Leader (TOL); persons coordinating field operations; trainers and persons conducting assistance visits under Task 5; and other appropriate contractor and subcontractor personnel and consultants involved in survey operations (e.g., does not include budget tracking staff). Each person shall sign, at a minimum the first version approved by EPA's Quality Assurance Officer.
  - i. **The contractor shall continue to work on tasks 1, 2, 3, 4, 5.1, 5.2, 5.3a, 5.3.b, 5.3d, 5.4.a, 5.5, , 5.8a, 6.a, 6.b, 6.c., 6.fvii and 7.1 while the QAPP is being developed and reviewed. Prior to working on any other task/subtask, the contractor must provide a copy of the signature page to the EPA TOCOR. The contractor may work on other tasks only if the EPA TOCOR issues written technical direction (per Contract Clause H.12) that transmits a waiver from the EPA QAO.**

Each person identified above shall also sign any other versions of the QAPP approved by EPA's QAO during the task order's period of performance. EPA expects a minimum of one revision.

- b. Implementation of QA in performing the other tasks in this Performance Work Statement, the contractor shall document its QA activities as follows:

- i. Reports of relevant QA activities in any deliverable. All QA documentation prepared under the task order shall be considered non-proprietary.
  - ii. Monthly reports of QA activities performed during implementation of this task order. These monthly QA reports shall identify QA activities performed to support implementation of this task order, problems encountered, deviations from the NCCA QAPP, and corrective actions taken. The contractor shall include the QA report with the monthly progress report. In addition, the contractor shall immediately bring to the attention of the TOCOR, any QA problems that may affect the conduct of the tasks or the project, with recommendations for corrective actions.
  - iii. If any revision to the QAPP would affect ongoing work or necessitate revisions to previously provided deliverables, the contractor shall immediately notify the EPA TOCOR before implementation.
- c. Commitment to continuous quality improvements, the contractor shall provide a summary of “lessons learned” based upon its support to the other tasks. EPA will use this information to improve operations in future coastal surveys. The contractor shall incorporate EPA comments into revised versions. This summary will be provided in 2020 and in 2021.

Unless the TOCOR grants an exception in accordance with agency procedures, the contractor shall refrain from publishing findings based upon work conducted under this task order. This restriction shall remain in effect until EPA provides public access to the data.

**Deliverables and Schedule under Task 2:**

Task	Deliverable	Due
2.a.	Signature pages for approved 2020_ and 2021 QAPP	QAO and TOL signature pages within 5 working days after receiving copy of page with EPA’s QAO signature. Signature pages for other staff must be provided within 5 working days of their assignment to the task order.
	Signature page for revised QAPP	5 working days after receiving QAO-approved revision from EPA
2.b.i	Documentation of QA activities	With deliverables
2.b.ii	Monthly reports of QA activities	With monthly progress report
2.b.iii	Notification of projected impact due to QAPP revision	Immediately upon identification of issue
2.c	Memorandum 1 with lessons learned from NCCA 2020 and 2021 planning and field season	November 15, 2020 (and 2021). Revisions within 5 work days of receipt of EPA comments.

Formatted Table

I

--	--	--

### **Task 3. Documentation** (See Contract PWS C.1.e)

The contractor shall provide technical review for the following documentation:

#### 3.1 Manuals

EPA will provide draft versions of the NCCA 2020 QAPP, Field Operations Manual (FOM), Site Evaluation Guidelines (SEG), and Laboratory Operations Manual (LOM). The contractor shall provide technical review, editing, formatting, and graphical support for the manuals for 2020 and 2021. The contractor will ~~to~~ ensure that the final drafts have the following features:

- i. Methods and procedures are described in logical, easy to follow, series of steps and technically correct.
- ii. Text does not contain typographical and grammatical errors.
- iii. Basic organization structures include, but are not limited to:
  - Table of Contents,
  - Headers/footers,
  - Sequential pagination
  - Sidebars and “highlights”
  - Version control
  - References.
- iv. EPA-supplied graphics are included. The contractor shall, if appropriate, make recommendations about potential improvements to graphics, but the contractor shall reformat EPA’s graphics only if the EPA TOCOR provides written technical direction (per Contract Clause H.12) with the specifications.
- v. Contractor-generated graphs and charts are included that conform to EPA’s mockups.
- vi. High quality graphics and photographs are formatted in JPEG or TIFF format (300 dots per inch or higher).
- vii. Graphics and photographs include captions and photo credits.
- viii. Each subsequent version incorporates all of EPA comments, unless the TOCOR agrees to the change (including following any Demonstration or training as appropriate).
- ix. Consistency exists within and between documents.
  - The contractor shall perform the within document review (e.g., text matches information in tables) for every version.
  - The contractor shall perform the between document review three times: once prior to EPA’s demonstration of methods (in late 2019); and twice as identified in technical direction (per Contract Clause H.12) from the EPA TOCOR (most likely after the train-the-trainer session in spring 2020).
- x. Format is consistent with the EPA Style book <http://www.epa.gov/stylebook/>.

#### 3.2 Quick Reference Guide

The contractor shall develop the Quick Reference Guide(s) (QRG) based on the NCCA 2020 draft Field Operations Manual(s) (FOM) and the QRG that was used in NCCA 2015 (Attachment 7). Note: In contrast to Task 3.1, EPA does not intend to provide a draft QRG to the contractor. Instead, the contractor shall draft the QRG using the NCCA 2015 QRG as a guide and incorporating procedures from the 2020 FOM and QAPP. The QRG shall not be a ‘cut and paste’ of tables and charts from the NCCA 2020 FOM, but rather a document that



effectively and succinctly provides crews with key information on methods. The contractor shall discuss revisions to the QRG with EPA and:

- a. Provide an initial draft of the NCCA 2020 QRG.
- b. Make recommendations for revisions up to 10 times, including revisions incorporating findings from:
  - Initial EPA TOCOR reviews;
  - Testing of the FOM at the Field Demonstration Project in 2019; and
  - Testing at the train-the-trainer session in 2020;
- c. Format contact information so that it is easy to find in the document and verify that the contact information is correct.
- d. Recommend changes for revision at the conclusion of the 2020 sampling season. The contractor shall incorporate the changes accepted by the EPA TOCOR.

### 3.3 Field Forms

The contractor shall review and recommend revisions to the draft field forms including, but not limited to, data forms, tracking forms, supply request forms. (EPA will revise the field forms.) In particular, the contractor shall evaluate two types of field forms:

- a. Paper forms designed for handwritten observations. At a minimum, the contractor shall assess the paper forms for:
  - Appropriateness for the field sampling methods and protocols under consideration;
  - Consistency with the FOM;
  - Practicality for field crews collecting the information;
  - Unnecessary redundancies in the information (e.g., Site ID should appear on every page, but the site characteristics generally should appear on only one page);
  - Purpose for each data element (e.g., data elements should be used for specific purposes such as tracking or data analysis; all others should be identified for possible exclusion by EPA).
- b. Electronic forms (NCCA field form App) provided by EPA. At a minimum, the contractor shall assess the extent to which these forms:
  - Appropriately capture required information from field sampling;
  - Capture the same information as the paper forms (i.e., the two forms should collect the same information, although the format and appearance will differ);
  - Are consistent with the FOM;
  - Are practical for field crews collecting the information; and
  - Identify any bugs or glitches noted while reviewing;
  - Identify appropriate sections to include diagrams and figures that aid in field sampling;
  - Develop diagrams and figures to aid in field sampling.

**Deliverables and Schedule under Task 3:**

<b>Task</b>	<b>Deliverable</b>	<b>Due</b>
3.1	a. Mark-up of documents, noting differences and inconsistencies with previous versions and/or other supporting documents	10-20 working days, per written technical direction from the TOCOR (per Contract Clause H.12).
	b. Revised documents that incorporate all EPA comments	5-10 work days, per written technical direction from the TOCOR (per Contract Clause H.12), depending on complexity and schedule requirements.
3.2	a. Quick Reference Guide Initial Draft	10-15 work days, per written technical direction from the TOCOR (per Contract Clause H.12)
	b. Quick Reference Guide Revisions	Per written technical direction from the TOCOR (per Contract Clause H.12), 5 working days after TOCOR review, field demonstration project, and train-the-trainer session. Otherwise, per written technical direction from the TOCOR (per Contract Clause H.12), within 1 to 5 working days depending on complexity and schedule requirements.
	c. Contact information	With initial draft of QRG and with revisions
	d. Mark-up with recommended changes in QRG at the conclusion of the 2020 sampling season	20-30 working days after the final sampling event in 2020, per written technical direction from the TOCOR (per Contract Clause H.12).
3.3	a. Mark-up with recommended changes in field forms	10 working days after receiving written technical direction from the TOCOR (per Contract Clause H.12)
	b. Email with outcome of testing field forms with any recommended changes	5-10 working days after receiving the first electronic version of field forms. 1-5 working days after receiving subsequent versions, depending on extent of revision and schedule implications.

**Task 4. Method Development and Demonstration Project** (See Contract PWS C.1.c, C.1.d, and C.1.f)

The contractor shall support EPA in evaluating methods and protocols for gathering field samples. EPA ~~expects~~ intends that similar methods and protocols will be used for NCCA 2021 ~~as were used in 2020~~ as were

used for NCCA 2015, with the changes mentioned in Section III above or other as identified by EPA.

Formatted: Indent: Left: 0.08", Right: 0.33", Space Before: 0 pt

#### 4.1 Evaluate Methods

This is intended to be a minor task that focuses on one or two indicator parameters with readily available information about sampling methods and/or on enhanced field training/crew member evaluations. Upon receiving written technical direction (per Contract Clause H.12) from the EPA TOCOR, the contractor shall:

- a. Research and evaluate methods of specimen collection in terms of time required to perform, practicality under a variety of conditions, and ability to provide reproducible results; or research and evaluate field crew training options and evaluation processes.
- b. Consider probable biases and sources of error due to sampling methods or new training/evaluation techniques under consideration and recommend modifications to minimize error.
- c. Evaluate the practicality of the methods for field sampling in a variety of conditions and/or for crew members with different experience levels and environmental conditions.
- d. Evaluate the most appropriate storage methods for the sample in the field and at the lab(s).

#### 4.2 Demonstration Project

The contractor shall provide logistical support and sampling expertise for one 1-3 day demonstration project within EPA Region 3, Region 4, Region 6, or Region 9. EPA will send approximately 3-8 staff to participate in the demonstration project and there is the potential that 1 or 2 state representatives will participate. The demonstration project is intended to be a trial run to identify weaknesses in all field methods and documents, so that appropriate revisions can be adopted before the train-the-trainer session. The demonstration project shall most likely occur in fall 2019 as early preparation for the 2020 sampling season. The contractor shall:

- a. Recommend possible locations that have appropriate sites, with available conference rooms at a federal or state building (if necessary, commercial facilities are an option if the EPA TOCOR accepts the location). EPA Regions and states often volunteer sites and facilities for the demonstration project, so the contractor shall only provide this support if identified in technical direction (per Contract Clause H.12) from the EPA TOCOR.
- b. Coordinate with appropriate entities (e.g., state authorities) to schedule the sampling site selected by the EPA TOCOR and obtain any necessary facilities (e.g., portable toilets), landowner approvals and permits. EPA may determine that it is more efficient for EPA or the state to make these arrangements, so the contractor shall only provide this support if identified in written technical direction (per Contract Clause H.12) from the EPA TOCOR.
- c. Provide appropriate sampling equipment and materials.
- d. Provide staff (2-5 people) to conduct the demonstration project with EPA. To the extent possible, align these staff with those who will be trainers under Task 5.

**Deliverables and Schedule under Task 4:**

Task	Deliverable	Due
4.1a-d	Email with findings	10-20 working days, per written technical direction from the TOCOR (per Contract Clause H.12).
4.2.a	Email with possible locations	10 working days after receiving written technical direction from the TOCOR (per Contract Clause H.12) with possible dates for the demonstration project. (EPA TOCOR will coordinate with the contractor on the dates.)
4.2.b	Confirmation of booking/approvals	5 working days after receiving written technical direction from the TOCOR (per Contract Clause H.12) with the preferred location.
4.2.c	Sampling equipment and materials	At demonstration project
4.2.d	Field sampling staff	At demonstration project

**Task 5. Field Crew Training** (See Contract PWS C.1.g and C.3.e)

The contractor shall organize and conduct training for the field crews. For 2020 training was provided for approximately 49 field crews that completed 80% of all sites. For 2021 approximately 20% of sites remain to be sampled by an anticipated 12 crews. Training includes train-the-trainer, webinars, field crew sessions, on-site training, assistance visits, and remote assistance. The contractor shall support EPA, as described in the following subtasks. Trainers shall consist of members of EPA Office of Research and Development (ORD), EPA Regions and Headquarters, and/or State employees; and contractor staff. The EPA TOCOR must review and accept all training sites, schedules, and trainers.

**5.1 Locations**

If the EPA TOCOR specifies in written technical direction (per Contract Clause H.12), for each train-the-trainer and field crew training session of approximately 15-50 people, the contractor shall identify available federal government buildings with suitable classroom capabilities. If none are available or suitable, the contractor shall identify alternatives. With suitable justification, the EPA TOCOR will consider other alternatives (e.g., commercial facilities, state government buildings). In identifying suitable locations, the contractor shall coordinate with appropriate parties (e.g., EPA Regional Coordinator). The location also must be:

- Relatively convenient for most attendees;
- Available at a date/time convenient for EPA, trainers, and participants;
- Close to appropriate sites to demonstrate the field sampling techniques;
- Low cost; and
- Available at an appropriate time before the start of the region's sampling season (e.g., state crews might start later in Maine compared to Florida).

**Deliverables and Schedule under Task 5.1:**

Task	Deliverable	Due
5.1	Email with list of proposed locations and justification. <u>In 2021 (OP2) for only 4 trainings in Regions 3, 4, 5, and 10.</u>	10-40 working days, per technical direction (per Contract Clause H.12), depending on the number of training sessions to be scheduled at that time.

**5.2 Logistics**

After receiving the EPA TOCOR's acceptance of the training sites, the contractor shall:

- a. Book the sites; and obtain any necessary facilities (e.g., portable toilets) and landowner approvals; provide equipment described in the FOM for training purposes including if training attendees are not able to bring some equipment (including but not limited to boats, fish collection gear, ponars, Li-Cor photosynthetically active radiation (PAR) meters, etc.), materials and permits for field sampling. Verify with attendees how many people can fit in each boat comfortably for training purposes, whether the boat can have people from outside organizations and whether there are any other special requirements (sign a waiver, etc).
- b. Provide a list of trainers to the EPA TOCOR for review and acceptance. In identifying trainers for the different modules (see Reference 9 for training materials), the contractor shall:
  - i. Include EPA staff and State and regional experts to the extent possible, depending on their availability and level of expertise. The list shall briefly describe each non-EPA person's experience and/or education; identify sessions for which the person would teach; and other relevant information.
  - ii. Identify up to three contractor trainers for each training session, depending on the availability of EPA and state staff. So that they can provide expert guidance and assistance during the training, the contractor trainer staff shall be fully trained in a wide range of field protocols for chemical sampling, biological sampling, habitat sampling, site evaluation, sample shipping procedures, and safety. In addition, the contractor trainer staff shall possess sufficient knowledge about the NCCA field protocols to provide guidance and assistance to the participants.
  - iii. Confirm that all trainers for field crew sessions attended the train-the-trainer session and are knowledgeable in the NCCA procedures.
- c. Register the participants. In refining the list, the contractor shall coordinate with other parties (e.g., EPA Regional Monitoring Coordinator), as appropriate. Before registering participants who are not field crews, the contractor must obtain approval from EPA TOCOR.
- d. Arrange for logistics and costs of travel, lodging and accommodations for non-federal employees serving as trainers. (Participants and federal employees must provide their own travel and accommodations.)
- e. Coordinate all other necessary logistics associated with the training.
- f. Report, each month, on any associated training costs (e.g., labor hours, rentals, supplies, travel) broken out by training event using the template provided by the EPA TOCOR.



### Deliverables and Schedule under Task 5.2:

Task	Deliverable	Due
5.2.a	Confirmation of booking and approvals/permits <u>In 2021 (OP2) for only 4 trainings in Regions 3, 4, 5, and 10.</u>	5 working days after receiving written technical direction from the TOCOR (per Contract Clause H.12) with EPA preferred locations for a particular training event; or 5-20 working days for multiple trainings.
5.2.b	List of potential trainers with summary of qualifications <u>In 2021 (OP2) for only 4 trainings in Regions 3, 4, 5, and 10.</u>	20 working days prior to the training session. (Once the EPA TOCOR accepts a trainer, no review/acceptance is required for his/her support at other training sessions.)
5.2.c	Email with list of persons wishing to attend training session, but are not field crews	Within 1 working day of request
	Final list of participants <u>In 2021 (OP2) for only 4 trainings in Regions 3, 4, 5, and 10.</u>	5 working days after conclusion of training session
5.2.d	Details of travel for non-federal trainers <u>In 2021 (OP2) for only 4 trainings in Regions 3, 4, 5, and 10.</u>	With list of potential trainers.
5.2.e	Other logistics <u>In 2021 (OP 2) for only 4 trainings in Regions 3, 4, 5, and 10.</u>	As needed.
5.2.f	Training costs spreadsheet <u>In 2021 (OP2) for only 4 trainings in Regions 3, 4, 5, and 10.</u>	Updated monthly, at the same time as the progress report.

### 5.3 Webinars

The contractor shall develop and present up to three sets of 2-hour webinars before each sampling season in 2020 and 2021. The contractor shall also create voice over PowerPoint presentations (PPTs) that crew members can watch on their own. Topics for potential webinars include:

- An introduction to the training sessions in Task 5.4 (i.e., offered to persons planning to attend the training sessions that describes the basics of the survey including indicators, methods, crew supplied materials etc.); and
- Up to two different webinars to demonstrate and discuss specific protocols (e.g. site evaluation, eforms) where additional training information would benefit field crews.

The contractor shall present each webinar up to three times before each sampling season in 2020 and 2021. Because EPA has readily available web conferencing capabilities, the EPA TOCOR will arrange for the webinar connections from which the contractor can host remotely. In supporting the webinars, the contractor shall:

- a. Draft the agendas, materials, and presentations. The agendas shall include opportunities for questions and answers. The contractor shall incorporate

comments from the EPA TOCOR into the final versions. Each webinar within a set shall have virtually the same agenda, except minor improvements based upon performance during previous webinars and specialized content for the specific logistics of that training. Minor revisions such as typos, date changes, and trainer identifications do not need to be reviewed by the EPA TOCOR. All other changes must be reviewed and accepted by the EPA TOCOR.

- b. Schedule the webinar at a time prior to the training session that is convenient for attendees and trainers. In most cases, it is likely to be scheduled during the calendar weeks before regional training sessions. The contractor shall coordinate with the appropriate parties to propose a date and time to the EPA TOCOR for review and acceptance. Then, the contractor shall notify the participants of the date and time of the webinar.
- c. Distribute, by email or file exchange, the agendas, materials, QAPP, SEG, FOM, and presentations to the participants prior to the webinar.
- d. Confer with the EPA TOCOR on technical issues, as necessary.
- e. Conduct the webinar.
- f. Distribute any follow-up materials as necessary.

#### **Deliverables and Schedule under Task 5.3:**

<b>Task</b>	<b>Deliverable</b>	<b>Due</b>
5.3.a	Draft agendas/other materials by email to EPA TOCOR	15 working days prior to the first webinar. Revisions within 5 working days.
5.3.b	Email with proposed date/time	10 working days prior to the proposed date.
5.3.c	Agendas/other materials by email to participants	1 working day prior to the session
5.3.d	Discuss technical issues with EPA (verbal or email)	2 working days prior webinar
5.3.e	Conduct webinar	Date and time must be accepted by the EPA TOCOR
5.3.f	Follow-up materials	1-5 working days per technical direction (per Contract Clause H.12), depending on complexity of issues

#### 5.4 Training Sessions

For the train-the-trainer and field crew training sessions, the contractor shall facilitate the classroom and field training modules and provide all necessary logistics. (Participants and federal employees must provide their own travel between the classroom and field locations.) In 2020  
 The contractor shall support one train-the-trainer session (for costing purposes, assume the training will be in Region 4, Region 6, or Region 9), eight regional field training sessions (i.e.,

Formatted: Indent: Left: 0"

one per region with the exception of EPA Regions 7 and 8) and one smaller training for a small number of primarily EPA staff. For 2021 (OP2), the contractor will facilitate and support one train-the-trainer session and 4 additional trainings for participants in EPA regions 3, 4, 5, and 10. Each training session will be approximately 3 days in duration although it is possible that some trainings could be shorter or training requirements for some crew members might be reduced. However, the contractor's trainers shall plan on 5 days for each session to allow for travel; pre-training preparation and coordination; and post-training assessment of the training and crew capabilities. The contractor shall:

- a. Revise the agenda and PowerPoint presentations from the NCCA 2015 training sessions to be consistent with the 2020 FOM and SEG including the voice over PPTs described in 5.5a. Also review and revise the 2021 training sessions, FOM, and SEG to incorporate any updates to the 2020 versions. Incorporate comments from the EPA TOCOR into revisions. Minor revisions such as typos, date changes, trainer replacements do not need to be reviewed by the EPA TOCOR. All other changes must be reviewed and accepted by the EPA TOCOR.
- b. Distribute the following at the training for 49 crews in 2020 (OP1) and approximately 12 crews in 2021 (OP2):
  - i. The agenda. (The PPTs do not need to be distributed in paper form.)
  - ii. Field crew identification codes that will be used during the training session and throughout the field sampling seasons for all forms and communications. To be consistent with EPA's database requirements, field crew IDs must contain 3 alphanumeric characters (e.g., MD1) and be standardized based on state, contractor crew, or tribe abbreviations. Although individual members of a crew may change, the field crew ID only changes when the field crew leader changes.
  - iii. Examples of field forms on rite-in-rain paper, provided by the NARS Information Management (IM) staff to the contractor for distribution, to each participant. EPA will provide field crews with tablets pre-loaded with the NCCA eforms and other materials.
  - iv. FOM to each participant. The FOM shall be printed on regular copy paper in black and white and bound. If the printing limits in Contract Clause H.2 are likely to be exceeded for any document (e.g., QAPP), the contractor shall notify the EPA TOCOR at least two months prior to reaching the limits. (EPA will then arrange for the EPA print shop to provide the copies.)
  - v. QRG to each field crew. The QRG shall be printed in black and white, laminated, coded by section with tabs or colored paper (e.g., checklists, site information, water chemistry, etc.) and bound for field use (e.g. three-ring binder). If the printing limits in Contract Clause H.2 are likely to be exceeded for any document (e.g., QAPP), the contractor shall notify the EPA TOCOR at least two months prior to reaching the limits. (EPA will then arrange for the EPA print shop to provide the copies.)
  - vi. Base kit (to be used throughout field seasons) and site kit (for the training field day) to each field crew (or each group that will perform as a team during the training). The base kit will include the QRG (see 5.4.b.v). The contractor shall ship base kits to crews following training events if the crews are unable to travel with the kits from the training event.
  - vii. Survey to all participants, requesting their evaluation of the effectiveness of the training, including the webinar in Task 5.3. This survey is intended to be an evaluation of the overall training, not a tool for evaluating the contractor's

- performance.
- viii. After the training, the contractor shall distribute, by email, any additional materials (e.g., correction pages, clarification) promised to participants during the training.
  - c. Facilitate up to 9 the-training sessions in 2020 and 5 training sessions in 2021 (OP2).
  - d. Instruct the modules for which the EPA TOCOR accepted contractor trainers under Task 5.2. For consistency in training, the contractor shall seek to minimize the number of contractor trainers used throughout the survey. Subject to their availability, all potential contractor trainers shall attend the Train-the-Trainer session. Depending on the availability of EPA/state experts, the contractor shall provide 1-4 contractor trainers for each field crew training session (in the cost proposal, assume 3 contract trainers for all sessions other than the train-the-trainer session).
  - e. Obtain a sign-in sheet for each participant documenting which days each person was in attendance (include name of training, location and date of training on the top of the sign-in sheet). Provide a pdf of the sign-in sheet to EPA as well as maintaining a comprehensive list of participants (e.g., in a spreadsheet or other document).
  - f. Collect QAPP signature pages from the field crew leaders. (During the webinar or through email communication, the crews will be instructed to read the QAPP, SEG and FOM before arriving at the training session.)
  - g. Provide a short summary of each training session, a review of each field crew's comprehension of the protocols, a summary of participant evaluations, each participant's evaluation form (i.e., survey from 5.4.b.vii above), and any recommended changes. With EPA TOCOR's review and acceptance, the contractor shall incorporate changes to subsequent training sessions.
  - h. Send two people to attend a NARS training meeting to refine current training approaches and help EPA develop new materials and methods.

**Deliverables and Schedule under Task 5.4:**

Task	Deliverable	Due
5.4.a	Draft agenda and PowerPoint presentations.	120 working days prior to the first training. Revisions within 5 working days.
	Email notification that printing restriction will be reached for a document	Two months prior to reaching the limit
5.4.b	Agenda base kits, site kits, forms, etc.	At the appropriate time during the training sessions with follow-up materials in 1-5 working days per written technical direction from the TOCOR (per Contract Clause H.12).
5.4.c	Facilitate the training	At the training. Date and time must be accepted by the EPA TOCOR under Task 5.2.
5.4.d	Instruct sessions	At the training. Trainers accepted by EPA TOCOR under Task 5.2.

5.4.e	Sign-in sheets (pdf of actual signatures/initials) and electronic list of participants (e.g. spreadsheet)	Provide pdf within 3 working days after the training ends; update spreadsheet within 3 working days of the training and make available to EPA.
5.4.f	Pdf file with scanned QAPP agreements	3 working days after the training session ends. Then on a rolling basis as they are received from crews. Originals per written technical direction (per Contract Clause H.12) from EPA TOCOR.
<u>5.4.g</u>	<u>Email summary</u>	<u>5 working days after the training session ends.</u>
<u>5.4h</u>	<u>Attend NARS training meeting</u>	<u>Date arranged by EPA TOCOR</u>

Formatted Table

Task	Deliverable	Due
		direction (per Contract Clause H.12) from EPA TOCOR.
<u>5.4.g</u>	<u>Email summary</u>	<u>5 working days after the training session ends.</u>
<u>5.4h</u>	<u>Attend NARS training meeting</u>	<u>Date arranged by EPA TOCOR</u>

### 5.5 Distance Learning

a. Voice Over PPTs: Following TOCOR written technical direction (per Contract Clause H.12), the contractor shall develop voice over versions of the PPTs used for webinar and in-person training that can be viewed by participants on their own time. The contractor shall work with the TOCOR to identify important features for these products such as inclusion of testing, options for certificates upon completion, and ways to bookmark locations within the training module.

b. Videos: The contractor shall work with the TOCOR to identify up to 5 key field methods or NCCA field subject matters for which short videos (~3-10 minutes) would be useful for field crews.

Following discussions with EPA and TOCOR written technical direction (per Contract Clause H.12), the contractor shall develop a draft storyboard and script for each of the videos. After approval of the storyboard and script, the contractor shall develop up to 5 videos, work with EPA to test them, and identify ways to deploy them to crews (through webinars, trainings, PPTs, field form apps, etc). The contractor shall plan for up to 5 revisions for each of the videos.

#### **Deliverables and Schedule under Task 5.5:**

<b>Task</b>	<b>Deliverable</b>	<b>Due</b>
5.5.a	Key features for inclusion in Voice Over PPTs	5-10 working days after discussion with TOCOR.
	PowerPoint presentations with Voice Over	60 working days prior to the first training. Revisions within 5 working days.
5.5.b	List of field methods and subject matters for videos	1 working day after discussion with TOCOR.
	Video storyboard and script	10 working days following acceptance of above list by the TOCOR.
	Videos	15 working days following acceptance of the storyboard and script by the TOCOR. Revisions within 5 working days

### 5.6 On-Site Training

For field crews unable to attend the field trainings, the contractor shall conduct on-site training and evaluate the crew's performance while they are conducting key tasks. Ideally, on-site training will be conducted prior to the crew's first sampling event. If this is not possible, the crew shall be trained and evaluated when the field crew conducts its first sampling event. The contractor shall provide up to 6 individualized trainings. These 1-2 day on-site trainings are likely to include not only tribal representatives and state crews, but also EPA staff. The contractor shall consult with the crew and/or other parties identified by the EPA TOCOR to determine an appropriate date for the training and convey this information to the EPA TOCOR for acceptance.

The on-site trainer(s) must have previously conducted one or more of the multi-day field trainings and must be proficient in all of the training modules. Trainers are responsible for providing his or her own field gear sufficient to accompany the field crew (e.g., protective clothing, sunscreen, insect repellent, hat, water bottle, food, back pack, cell phone). The contractor shall provide all other additional equipment and supplies as directed by the TOCOR (e.g., site kits, tablets, boats, pilots, sampling equipment, etc) via written technical direction. Any changes in cost or scope must be approved in writing by the contracting officer.

#### **Deliverables and Schedule under Task 5.6:**

<b>Task</b>	<b>Deliverable</b>	<b>Due</b>
5.6	On-site training	Date and time accepted by EPA TOCOR prior to training

### 5.7 Field Assistance Visits

Each field crew will require at least one Assistance Visit (AV). If severe deficiencies are identified in the crew's performance during an AV, an additional AV may be required for that crew. The contractor shall conduct up to 35 assistance visits for field crews identified, or accepted, by the EPA TOCOR (contractors shall not conduct assistance visits of other EPA contract crews). To the extent possible, the contractor shall conduct the assistance visit during one of the first five sites sampled by the field crew. The contractor may conduct on-site training and the field assistance visit simultaneously. EPA will provide the checklist for the assistance visits. The contractor shall:

- a. Assign one person to perform each assistance visit. The contractor shall provide a staff person who attended one of the training sessions and preferably has been either a field crew member on at least 5 sites or has comparable field experience with coastal sampling techniques. The staff person shall bring appropriate field gear (e.g., protective clothing, sunscreen, insect repellent, hat, water bottle, food, back pack, cell phone). During the assistance visit, the contractor's staff person shall ensure that protocols are being implemented as specified in the FOM and measurement data are meeting data quality specifications. Upon completion of evaluation, the contractor's staff person shall review the results of the evaluation with the field crew. The review shall identify positive practices that could be shared with other crews, as well as any deficiencies that would

adversely affect data quality. The reviewer shall work with the crew to correct any deficiencies. If the AV reveals severe performance deficiencies, the contractor shall coordinate with the EPA TOCOR to determine whether the crew must be retrained, followed by another assistance visit.

- b. Provide completed AV checklists to the EPA TOCOR.
- c. Identify any issues/concerns in an email to the EPA TOCOR.

**Deliverables and Schedule under Task 5.7:**

Task	Deliverable	Due
5.7.a	Assistance visit	Date and time to be arranged directly with field crew contact or via EPA TOCOR and approved by EPA TOCOR.
5.7.b	Completed checklist	2 working days after the assistance visit
5.7.c	Email with issues and concerns	1 working day of identifying issue/concern

**5.8 Remote Assistance**

During the field season, the contractor shall provide remote assistance for approximately 80% of all sites in 2020 and the remaining 20% in 2021 (OP2). Assistance will that includes troubleshooting support, guidance, and other support to field crews (49 in 2020 and ~12 in 2021 (OP2)) when they encounter problems. The contractor shall:

- a. Provide EPA with a draft plan for the remote assistance. The plan shall be considered a living document that the contractor revises as necessary after receiving EPA TOCOR review and acceptance of the revisions. The contractor shall incorporate comments from the EPA TOCOR. At a minimum, the draft plans must include:
  - i. Staffing plans and personnel qualifications
  - ii. Remote assistance mechanisms (e.g., phone line, email address)
  - iii. Measures to ensure that each call/email is addressed in a timely manner (e.g., while the crew is in the field for site-specific questions)
  - iv. Protocols that shall ensure accurate and consistent responses that adhere to the FOM to the extent possible. The protocols shall describe the process for assigning questions to the appropriate experts and ensuring timely responses. EPA expects that some questions will require responses from:
    - 1. A contractor trainer (Task 5.4) who has expertise in the appropriate field sampling technique; OR
    - 2. EPA staff with the appropriate expertise.
  - v. Typical issues that arise during field sampling and draft responses
  - vi. Procedures for distributing guidance, additional materials, and other clarifications to the entire network of field crews to allow for consistency and continuity in field operations
  - vii. Draft spreadsheet that the contractor shall use to record such incidents as:
    - FOM, SEG, and QAPP deviations with an assessment of their potential impact to



- the data values for each instance
- Unusual situations with an assessment of their potential impact to the data values for each instance
- Implement the plan during the field sampling seasons.
  - Facilitate and provide technical support for up to 15 regularly scheduled conference calls throughout each field season (up to 30 calls total). These calls will allow field crews to ask questions; will allow EPA or the contractor to clarify methods or procedures; and will allow for continuing dialogue between the field crews and NCCA coordinators. The contractor shall provide email summaries of the items of interest to field crews and other interested parties. The contractor shall follow the procedures for remote assistance (item 5.8.a above) for determining if and how other issues should be documented. The EPA TOCOR will schedule and obtain the teleconference line for these calls.
  - For any substantive deviation from the FOM/SEG/QAPP and/or situations requiring EPA intervention, the contractor shall summarize the situation, with appropriate identifications (e.g., field crew, site identification, sample number), potential impact on the data, in a spreadsheet.
  - For any situation requiring EPA intervention or guidance, the contractor shall summarize the situation for the EPA TOCOR in an email or phone call.

**Deliverables and Schedule under Task 5.8:**

Task	Deliverable	Due
5.8.a	Draft plan	Initial draft: 1 month after the demonstration project.  Second draft: 10 working days after receiving EPA TOCOR comments.  Final version: 1 month after 2020 field sampling season ends.  Throughout field sampling seasons, revisions sent to EPA TOCOR for review and acceptance.
5.8.b	Implement plan	Throughout field sampling seasons
5.8.c	Conference call support and email summary	Biweekly during periods of intense activity (likely to be June-August). Email summaries distributed within 2 working days
5.8.d	Spreadsheet with substantive deviations or issues	One month after each sampling season.
5.8.e	Issues for EPA intervention or guidance	Within 1 working day of identifying the situation

**Task 6 Field Supplies and Shipping** (See Contract PWS C.3.a, C.3.c)

As noted previously, NCCA field sampling will be conducted by State/Tribal field crews, EPA Regional staff, staff from other federal agencies, and contractors under other contract vehicles (i.e., field sampling is not part of this task order). Under this task order, the

contractor shall purchase field supplies (including base and site kits), arrange for equipment repair/replacement/calibration (from field crews and of any new items purchased) and manage shipping operations for the survey. This support will be provided for 49 crews in 2020 and about 12 crews in 2021 (OP2). The government will provide no GFP in the performance of this task order; all non-consumable items and equipment necessary to implement the Task Order must be provided by the Contractor. In particular, the contractor shall:

- a. Identify materials for the base and site kits (for example: consumable field supplies, instructions, paper copies of field forms, shipping materials, other items shown in the 2020 FOM, or other items identified as necessary) that the contractor will provide to field crews to collect samples and ship, using the contractor's shipping contract, to EPA's contract laboratories. The contractor shall send a list of the materials to the EPA TOCOR for review and acceptance before the contractor purchases them. Any alterations to the list of materials that result in a change to the task order scope of work or costs must be approved by the CO.
- b. Evaluate what types of repairs/replacements/calibrations are needed for state/tribal/regional equipment used by their field crews for NCCA (e.g., PAR meters); identify any specialized resources required (e.g., manufacturer or specialty services); and provide EPA with a plan and recommendations. EPA will provide the contractor with information on regional/state/tribal personnel who have indicated that repairs/replacements/calibrations are needed for the regional/state/tribal owned equipment (the contractor shall identify whether others also need support as part of its plan). All repairs/replacements must conform to the NCCA specifications for that piece of equipment. After receiving TOCOR review and acceptance of the items and the plan, the contractor shall arrange and pay for repair/replacement/calibration of equipment already owned by Regions/States/Tribes.
- c. Develop procedures (checklists, etc.) for purchase, receipt, and shipping supplies to field crews. The contractor shall revise its procedures in response to the EPA TOCOR comments and actual performance. The procedures shall ensure that materials and supplies are:
  - i. What was ordered and identified in the list accepted by the EPA TOCOR. For example, the contractor's procedures should verify that the purchased materials are to the correct specifications such as the correct size, type of container, etc.
  - ii. In good shape and included in the base and site kits. The procedures must include an independent check of 10 percent of the kits to verify that all supplies have been included. For each kit selected, the verification must be conducted by someone other than the person who packed it.
  - iii. Reused/recycled to the extent possible. At some later time, the EPA TOCOR will provide a list of consumable supplies remaining from previous NARS surveys) that can be used for NCCA sampling. The procedures shall describe a process for identifying, and, as appropriate, collecting excess sampling materials from field crews for possible reuse. At the conclusion of the task order, the contractor shall physically transfer the excess consumable supplies to another location identified by the EPA TOCOR in technical direction (per Contract Clause H.12).
  - iv. Received in a timely manner and adhering to special requirements (e.g., samples with hazardous preservatives, dry ice, wet ice). The procedures must be viable for

sites around the country.

- d. The contractor shall purchase approved supplies (see 6.a., 6.b., and 6.c.,) in accordance with the procedures developed in 6.d.
- e. The contractor shall apply its procedures, provide storage, and implement a shipping contract for survey operations for the following:
  - i. Site kits to the field crews that submit a request to the NCCA's Supply Request system (through the NARS Information Management system).
  - ii. Last minute replacements of base kit supplies as reviewed and accepted by EPA TOCOR.
  - iii. Samples from field crews to the applicable laboratories for sample processing, either directly or by way of a central location (i.e., "batch laboratory").
  - iv. A batch laboratory to gather and store field and reference/performance samples, except water chemistry samples, and then ship them to the appropriate national laboratories. The shipping arrangements must be consistent with the holding times and guidelines reviewed and accepted by the EPA TOCOR. For example, for water chemistry samples, the contractor shall arrange for shipping directly from the field to the national laboratory to meet the short holding time requirements. For sediment toxicity samples shipped to the batch lab, the contractor shall ship the samples at least once a week to allow the analytical laboratory to meet its holding time requirements.
  - v. Samples from one laboratory to another, when field crews mistakenly send their samples to the wrong location.
  - vi. Return shipment of unused or reusable materials/equipment (e.g., contractor owned shipping containers) from laboratories or field crews to the contractor or batch lab (laboratories and field crews will not be required to pay shipping to return items to the contractor).
  - vii. Equipment owned and used by regions/states/tribes to repair/replacement/calibration locations and back to the region/state/tribe.

**Deliverables and Schedule under Task 6:**

Task	Deliverable	Due
6.a	List of base and site kit materials	15 working days after receiving the final list of indicators for the survey.
6.b	Email with plan for state/tribal equipment repair/replacement/calibration	15 working days after receiving information on known list of equipment needing repairs/replacement/calibration.
6.c	Draft procedures and checklists	5 working days after receiving the EPA TOCOR's revisions and acceptance of the list of materials. Revisions as needed with EPA TOCOR acceptance. Revised versions one month after the end of each sampling season.

Task	Deliverable	Due
	Excess consumable materials	Transfer to location specified by TOCOR in written technical direction (per Contract Clause H.12).
6.d	Purchase of base and site kit materials	Within 10 working days after receiving approval in the form of written technical direction (per Contract Clause H.12) from the EPA TOCOR
6.e	Site Kits (including field sampling materials) <u>for approximately 80% of sites in 2020 and 20% of sites in 2021 (OP2).</u>	On or before requested date identified in Supply Request database. EPA TOCOR must be informed of contractor's inability to provide site kits by the date identified in a supply request.
	Replacements	1-10 working days prior to sampling date, depending on when the crew identifies the need.
	Samples	Within holding time requirements specified in the NCCA LOM and/or QAPP, if crew abides by shipping deadlines.
	Repaired/replaced/calibrated equipment	By start of regional training that the specific crew will attend

#### **Task 7 Tracking** (Contract PWS C.3.b, C.3d, C.5)

The contractor shall use a tracking system and provide periodic status reports as described in the following subtasks.

##### 7.1 Tracking System

The contractor shall track the progress of activities related to field sampling. This tracking system could be a series of spreadsheets or some other format based upon, or exported to, Agency standard software (i.e., not the contractor's proprietary system). For the EPA TOCOR's review and acceptance, the contractor shall:

- a. Develop a plan for tracking of sites, samples, trainings, field crews, and assistance visits. The plan shall identify any software that will be used and include procedures by which the contractor will verify that the system is current and accurate (e.g., spot checks with other survey partners, automated queries). The plan also shall identify items that will be tracked, including the following items:
  - i. Site Evaluation Information: sites sampled (primary, revisits, reference, and others) and reasons for any drops that have been provided via forms
  - ii. Sample status (e.g., collected/not collected (and why), current location)
  - iii. Train the Trainer & Regional Trainings (e.g., dates, locations, trainers, equipment, attendees, crew performance evaluation results, and contact information)

- iv. Field Crew Information (e.g., unique ID for crew, crew leader name, contact information, assistance visit date, approx. # sites, sampling start date, person conducting assistance visit, date crew leader signed QAPP)
  - v. Deviations from survey protocols, work-arounds, etc. identified from troubleshooting in Task 5.8 (e.g., site ID, deviation, reason). Where appropriate, these notes should be incorporated into NARS IM via flags.
  - vi. Assistance Visits assigned to the contractor. Track field crew ID, point of contact, assigned date, date (planned/actual) of assistance visit, name of person conducting assistance visit, trip complete (Y/N), checklist submitted (Y/N), site visited, notes, field crew performance evaluation results, and any other relevant information.
- b. Include procedures in the plan for comparing, and correcting, data for #a.1 and #a.2 between NARS Information Management (IM) and the contractor's tracking systems. This comparison will serve as an important quality assurance check in monitoring the overall status of the survey. All site and sample tracking information must be compared to NARS IM's tracking throughout each field season to make sure that its tracking reflects the proper number of sites. After NCCA 2020 is complete, EPA will use NARS IM's tracking as the official record for the data.
  - c. Once the EPA TOCOR reviews and accepts it, the contractor shall implement its plan, including any revisions per the EPA TOCOR's technical direction (per Contract Clause H.12).

## 7.2 Status Reports

The contractor shall use its contacts with the field sampling crews, shipping companies, laboratories, NARS Information Management (IM) staff, and other survey participants to continuously update the tracking system. This tracking shall continue throughout field seasons and after field seasons as field crews continue to send samples to laboratories and field forms to the NARS IM team. Based upon information in the system, the contractor shall:

- a. Provide periodic status updates to the EPA TOCOR (e.g., weekly during sampling season). The contractor shall develop a format for the EPA TOCOR's review and comment (the contractor shall incorporate the EPA TOCOR's comments).
- b. Notify the EPA TOCOR immediately of any noncompliance with survey protocols, such as untrained crews collecting samples or crew schedule slippage beyond the sampling period.
- c. Forward copies of completed Assistance Visit checklists to the EPA TOCOR, or the location designated in written technical direction (per Contract Clause H.12). (These are the checklists for assistance visits conducted by non-contractor personnel. Contractor provides its checklists as deliverables under Task 5.7.)
- d. Coordinate with field crews and laboratories over any logistical questions that may arise as to status of samples in shipment.
- e. Identify any discrepancies between transmittals. The contractor shall first attempt to resolve the discrepancies by using its contacts with the appropriate parties. If the discrepancy cannot be resolved quickly, the contractor shall notify the EPA TOCOR in a timely manner (e.g., notify immediately for discrepancies between sample dates on tracking forms and NARS IM data submitted via the field form APP; wait a day or two while the shipping company searches for missing packages.)

- f. Provide copies of the tracking system at the end of the period of performance, and also upon receiving written technical direction (per Contract Clause H.12) from the EPA TOCOR.

**Deliverables and Schedule under Task 7:**

Task	Deliverable	Due
7.1	a/b. Draft tracking plan	3 months after effective date of task order or later per written technical direction (per Contract Clause H.12). Revisions within 5-10 working days, depending on complexity
	c. Tracking system	Ready for operation 2 months prior to the start of the 2020 sampling season
7.2	a. Periodic updates	Weekly during the sampling season or per written technical direction (per Contract Clause H.12)
	b. Email with concerns	Immediately
	c. Assistance visit checklists	Within 2 days of receipt
	d. Coordinate with field crews and laboratories	As appropriate to ensure shipments are timely
	e. Resolve discrepancies	As appropriate to ensure shipments are timely and complete
	f. Final tracking system	15 working days before end of period of performance

## VI. TRAVEL

This section provides a summary of the travel requirements described in Section V and provides assumptions for use in the cost proposal.

- Section 4.2:
  - Demonstration Project: Assume 4 staff members for 3 days at a location in Region 3, Region 4, Region 6 or Region 9.
- Section 5.4:
  - Train-the-trainer session: Assume that all potential trainers will be available to attend the session for 5 days someplace within Region 3, Region 4, Region 6, or Region 9. Another train-the-trainer will occur in 2021 at one of these same 4 Regions.
  - Regional training sessions: Assume 3 contractor staff members will attend 5 days at each of 8 training sessions for 2020. In 2021 assume 3 contractor staff members will attend 5 days at 4 training sessions.
  - Smaller training for primarily EPA staff: Assume 3 contractor staff members will attend 4 days in Region 3 or 4.

- National NARS training meeting: Assume two contractor staff members will attend 2 days within Region 6.
- Task 5.6:
  - On-site trainings: Assume 1 contractor staff member for 2 days at each of 6 on-site trainings. Assume they are located in Maine, Florida, Washington State, Texas, and Minnesota.
- Task 5.7:
  - Field Assistance visits: Assume 1 contractor staff member visits a crew for 1 day at 35 locations scattered throughout the sites identified in Reference 10, excluding sites assigned to EPA's contract crews because EPA staff will perform the AVs.

## VII. Quality Assurance Surveillance Plan (QASP)

EPA will judge performance using the following Quality Assurance Surveillance Plan (QASP).

Performance Requirement	Measureable Performance Standards	Surveillance Method	Incentives/Disincentives
<b>Management and Communications:</b> The Contractor shall maintain contact with the EPA TOCOR throughout the performance of the task order and shall immediately bring potential problems to the attention of the EPA TOCOR. In cases where issues have a direct impact on field sampling activities, logistics, training, project schedules, cost, time, or quality, the contractor shall provide options for EPA's consideration on resolving the issues or mitigating their impacts.	Any issue adversely impacting project schedules, cost, time or quality shall be brought to the attention of the EPA TOCOR: i) If the contractor requires EPA guidance, the contractor must contact EPA prior to completing the deliverable. ii) If the contractor identifies an issue that could affect multiple crews, the contractor shall contact EPA that day so that direction can be provided to all crews in the field. iii) If the contractor identifies issues that are otherwise not urgent, the contractor shall contact EPA within 5 working days.	EPA TOCOR will identify unreported issues.	Four or more incidents where the contractor: <ul style="list-style-type: none"> <li>● Does not provide timely notification; or</li> <li>● Created a severe adverse situation</li> </ul> will be considered unsatisfactory performance and will be reported as such in the CPARS Performance Evaluation System under the category of <b>Management</b> . Fewer than four incidents where the contractor does not meet the measurable performance standard will be considered acceptable performance and will be reported as such in the CPARS Performance Evaluation System under the category of Management.



<b>Timeliness:</b> Deliverables in accordance with the PWS. Sampling kits and field sampling supplies shall be delivered as requested by field crews.	No more than 5% of the sampling kits and field sampling supplies shall be transmitted beyond the date requested by the field crews. Excessive breakage or spoilage will count as a failure of delivery, if breakage/spoilage is a result of failing to follow the protocols for shipping.	100% of the deliverables will be reviewed by the EPA TOCOR.	10 or more incidents where the contractor does not meet the measurable performance will be considered unsatisfactory performance and will be reported as such in the CPARS Performance Evaluation System under the category of <b>Schedule</b> .  Fewer than 10 incidents where the contractor does not
--	---	---	---

Performance Requirement	Measureable Performance Standards	Surveillance Method	Incentives/Disincentives
	No more than 10% of the deliverables shall be submitted more than 5 working days past the due dates in the PWS.		meet the measurable performance standard will be considered acceptable performance and will be reported as such in the CPARS Performance Evaluation System.
<b>Cost Management and Control:</b> The Contractor shall monitor, track, and accurately report cost and fee expenditures to EPA through progress reports and approved special reporting requirements. The Contractor shall assign appropriately leveled and skilled personnel to all tasks, practice and encourage time management, and ensure accurate and appropriate cost control.	The contractor shall manage costs to the level of approved ceiling on the task order. The contractor shall notify the TOCOR, PO and CO when 75% of the approved funding ceiling for the task order is reached.	The TOCOR will compare actual versus projected expenditures on a monthly basis (via meetings, monthly progress reports & milestones established for each deliverable).	Unsatisfactory rating under the category of <b>Cost Control</b> in CPARS when the contractor does not meet the measurable performance standards.  An acceptable rating will be reported in the CPARS Performance Evaluation System under the category of Cost Control if the contractor meets the measurable performance standards and accurately reports the costs.
<b>Technical Effort:</b> The Contractor shall assign appropriately leveled and skilled personnel to all tasks; and abide by the contractor's QMP, the NCCA 2020 FOM, SEG, and QAPP.	No more than 25% of reviewed deliverables shall require revisions to meet the requirements.  All of the trainers must meet the requirements in the PWS.	100% of the deliverables will be reviewed by the EPA TOCOR to identify noncompliance issues.	Unsatisfactory rating under the category of <b>Quality</b> in CPARS when the contractor does not meet the measurable performance standards during an applicable period of performance.

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>				1. CONTRACT ID CODE		PAGE OF PAGES	
						1 3	
2. AMENDMENT/MODIFICATION NO.		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
P00007		See Block 16C		PR-OW-21-00336			
6. ISSUED BY		CODE		7. ADMINISTERED BY (If other than Item 6)		CODE	
CAD							
US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: W136 Cincinnati OH 45268-0001							
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)				(x)			
GREAT LAKES ENVIRONMENTAL CENTER, INC. Attn: William J Arnold 739 HASTINGS STREET TRAVERSE CITY MI 496863458							
				9A. AMENDMENT OF SOLICITATION NO.			
				9B. DATED (SEE ITEM 11)			
				x			
				10A. MODIFICATION OF CONTRACT/ORDER NO.			
				EP-C-16-008			
				68HERC19F0269			
				10B. DATED (SEE ITEM 13)			
				09/24/2019			
CODE 800884181		FACILITY CODE					
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or electronic communication which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or electronic communication, provided each letter or electronic communication makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required)				(b)(4)			
See Schedule							
<b>13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>							
CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.						
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).						
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:						
X	D. OTHER (Specify type of modification and authority) Bilateral - FAR 52.232-22, EPA-B-32-101 and Mutual Agreement of the Parties						
<b>E. IMPORTANT:</b> Contractor <input type="checkbox"/> is not <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)							
DUNS Number: 800884181							
The purpose of this modification is to deobligate funding in the amount of (b)(4)							
(b)(4) from cost and (b)(4) from fee) from Option Period 1 in accordance with the attached Recapitulation of Funds.							
TOCOR: Brian Hasty Max Expire Date: 01/31/2022 Invoice Approver: Brian Hasty Alt Invoice App: Hugh Sullivan							
LIST OF CHANGES:							
Reason for Modification: Funding Only Action							
New Total Amount for this Version: (b)(4)							
New Total Amount for this Award: (b)(4)							
Continued ...							
Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				Sandra Stargardt-Licis			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
(Signature of person authorized to sign)				ELECTRONIC SIGNATURE		04/15/2021	
				(Signature of Contracting Officer)			

## CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
EP-C-16-008/68HERC19F0269/P00007PAGE OF  
2 3

NAME OF OFFEROR OR CONTRACTOR

GREAT LAKES ENVIRONMENTAL CENTER, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Obligated Amount for this Modification: (b)(4)</p> <p>New Total Obligated Amount for this Award: (b)(4)</p> <p>Incremental Funded Amount changed: from (b)(4)</p> <p>CHANGES FOR LINE ITEM NUMBER: 2 Obligated Amount for this Modification: (b)(4)</p> <p>Incremental Funded Amount changed from (b)(4)</p> <p>CHANGES FOR ACCOUNTING CODE: 20-21-B-87FM-000BD4-2505-2087ME4015-001 Amount changed from (b)(4)</p> <p>Percent changed from (b)(4)</p> <p>Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711 Period of Performance: 10/01/2019 to 01/31/2022 . All other terms and conditions remain unchanged.</p>				

## SECTION B - Supplies or Services/Prices

### B-3 Local Clauses EPA-B-32-101 LIMITATION OF FUNDS NOTICE

#### OPTION PERIOD 1

(a) Severable services may be incrementally funded. Non-severable services shall not be incrementally funded. Pursuant to clause 52.232-22/Limitation of Funds, incremental funding in the amount of (b)(4) is allotted to cover estimated cost. Funding in the amount of (b)(4) is provided to cover the corresponding increment of fixed fee. The amount allotted for costs is estimated to cover the contractor's performance through 01/31/2021.

(b) When the contract is fully funded as specified in clause EPA-B-16-102/ Estimated Cost and Fixed Fee, then clause 52.232-20/Limitation of Cost shall become applicable.

(c) Recapitulation of Funds

#### RECAPITULATION OF FUNDING TO DATE BY CONTRACT PERIOD

CONTRACT NO. EP-C-16-008

TASK ORDER NO. 68HERC19F0269

Option Period 1 - FROM 2/1/2020 through 01/31/21

<b>FUNDING ACTION</b>	<b>ESTIMATED COST</b>	<b>FIXED FEE</b>	<b>TOTAL COST PLUS FIXED FEE</b>
P00001	(b)(4)	(b)(4)	\$ 293,528.00
P00002			\$ 55,000.00
P00003			\$ 100,000.00
P00005			\$ 700,000.00
P00007			\$ (407,132.89)
<b>Total Funded</b>			\$ 741,395.11
<b>Total Per Contract</b>			\$ 1,148,565.00
<b>Balance Unfunded</b>			\$ 407,169.89

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>				1. CONTRACT ID CODE		PAGE OF PAGES	
						1 5	
2. AMENDMENT/MODIFICATION NO.		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
P00008		See Block 16C		See Schedule			
6. ISSUED BY		CODE		7. ADMINISTERED BY (If other than Item 6)		CODE	
CAD							
CAD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: W136 Cincinnati OH 45268-0001							
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)				(x)			
GREAT LAKES ENVIRONMENTAL CENTER, INC. Attn: William J Arnold 739 HASTINGS STREET TRAVERSE CITY MI 496863458							
				9A. AMENDMENT OF SOLICITATION NO.			
				9B. DATED (SEE ITEM 11)			
				x			
				10A. MODIFICATION OF CONTRACT/ORDER NO.			
				EP-C-16-008			
				68HERC19F0269			
				10B. DATED (SEE ITEM 13)			
				09/24/2019			
CODE 800884181		FACILITY CODE					
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or electronic communication which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or electronic communication, provided each letter or electronic communication makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required)				(b)(4)			
See Schedule							
<b>13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>							
CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.						
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).						
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:						
X	D. OTHER (Specify type of modification and authority) Unilateral - FAR 52.232-22 Limitation of Funds						
<b>E. IMPORTANT:</b> Contractor <input checked="" type="checkbox"/> is not <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)							
DUNS Number: 800884181							
The purpose of this modification is to provide incremental funding in the amount of (b)(4) to cost and (b)(4) to fee) for Option Period 2 in accordance with the attached Recapitulation of Funds.							
TOCOR: Brian Hasty Max Expire Date: 01/31/2022 Invoice Approver: Brian Hasty Alt Invoice App: Hugh Sullivan							
LIST OF CHANGES:							
Reason for Modification: Funding Only Action							
New Total Amount for this Version: (b)(4)							
New Total Amount for this Award: (b)(4)							
Continued ...							
Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				Sandra Stargardt-Licis			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
(Signature of person authorized to sign)				ELECTRONIC SIGNATURE		04/23/2021	
				(Signature of Contracting Officer)			

## CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
EP-C-16-008/68HERC19F0269/P00008

PAGE 2 OF 5

NAME OF OFFEROR OR CONTRACTOR  
GREAT LAKES ENVIRONMENTAL CENTER, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Obligated Amount for this Modification: (b)(4)</p> <p>New Total Obligated Amount for this Award: (b)(4)</p> <p>Incremental Funded Amount changed:from (b)(4)</p> <p>CHANGES FOR LINE ITEM NUMBER: 3</p> <p>Obligated Amount for this Modification: (b)(4)</p> <p>Incremental Funded Amount changed from (b)(4) (b)(4)</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 21-22-B-87FM-000B67-2505-2187ME4021-002 Beginning FiscalYear 21 Ending Fiscal Year 22 Fund (Appropriation) B Budget Organization 87FM Program (PRC) 000B67 Budget (BOC) 2505 Job # (Site/Project) Cost Organization DCN-LineID 2187ME4021-002 Quantity: 0 Amount: (b)(4) Percent: (b)(4) Subject To Funding: N Payment Address: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 20-21-B-87FM-000BD4-4183-2187ME4021-001 Beginning FiscalYear 20 Ending Fiscal Year 21 Fund (Appropriation) B Budget Organization 87FM Program (PRC) 000BD4 Budget (BOC) 4183 Job # (Site/Project) Cost Organization DCN-LineID 2187ME4021-001 Continued ...</p>				



CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
EP-C-16-008/68HERC19F0269/P00008

PAGE OF  
3 5

NAME OF OFFEROR OR CONTRACTOR  
GREAT LAKES ENVIRONMENTAL CENTER, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Quantity: 0 Amount: (b)(4) Percent: (b)(4) Subject To Funding: N Payment Address: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 21-22-B-87FM-000BD4-2505-2187ME4021-003 Beginning FiscalYear 21 Ending Fiscal Year 22 Fund (Appropriation) B Budget Organization 87FM Program (PRC) 000BD4 Budget (BOC) 2505 Job # (Site/Project) Cost Organization DCN-LineID 2187ME4021-003 Quantity: 0 Amount: (b)(4) Percent: (b)(4) Subject To Funding: N Payment Address: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 21-22-B-05HEL-000BJ7XF5-2505-2105HIX506-001 Beginning FiscalYear 21 Ending Fiscal Year 22 Fund (Appropriation) B Budget Organization 05HEL Program (PRC) 000BJ7XF5 Budget (BOC) 2505 Job # (Site/Project) Cost Organization DCN-LineID 2105HIX506-001 Continued ...</p>				

## CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
EP-C-16-008/68HERC19F0269/P00008PAGE OF  
4 5

NAME OF OFFEROR OR CONTRACTOR

GREAT LAKES ENVIRONMENTAL CENTER, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Quantity: 0 Amount: (b)(4) Percent: (b)(4) Subject To Funding: N Payment Address: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711  Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711 Period of Performance: 10/01/2019 to 01/31/2022 . All other terms and conditions remain unchanged.				



## SECTION B - Supplies or Services/Prices

B-3 Local Clauses EPA-B-32-101 LIMITATION OF FUNDS NOTICE

### OPTION PERIOD 2

(a) Severable services may be incrementally funded. Non-severable services shall not be incrementally funded. Pursuant to clause 52.232-22/Limitation of Funds, incremental funding in the amount of (b)(4) is allotted to cover estimated cost. Funding in the amount of (b)(4) is provided to cover the corresponding increment of fixed fee. The amount allotted for costs is estimated to cover the contractor's performance through 06/25/2021.

(b) When the contract is fully funded as specified in clause EPA-B-16-102/ Estimated Cost and Fixed Fee, then clause 52.232-20/Limitation of Cost shall become applicable.

(c) Recapitulation of Funds

### RECAPITULATION OF FUNDING TO DATE BY CONTRACT PERIOD

CONTRACT NO. EP-C-16-008

TASK ORDER NO. 68HERC19F0269

Option Period 2 - FROM 2/1/2021 through 01/31/22

<u>FUNDING ACTION</u>	<u>ESTIMATED COST</u>	<u>FIXED FEE</u>	<u>TOTAL COST PLUS FIXED FEE</u>
P00006	(b)(4)	(b)(4)	\$ 30,000.00
P00008			\$ 141,134.69
<b>Total Funded</b>			\$ 171,134.69
<b>Total Per Contract</b>			\$ 430,929.00
<b>Balance Unfunded</b>			\$ 259,794.31

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>				1. CONTRACT ID CODE		PAGE OF PAGES	
						1 3	
2. AMENDMENT/MODIFICATION NO.		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
P00009		See Block 16C		PR-OW-21-00863			
6. ISSUED BY		CODE		7. ADMINISTERED BY (If other than Item 6)		CODE	
CAD							
CAD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: W136 Cincinnati OH 45268-0001							
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)				(x)			
GREAT LAKES ENVIRONMENTAL CENTER, INC. Attn: William J Arnold 739 HASTINGS STREET TRAVERSE CITY MI 496863458							
				9A. AMENDMENT OF SOLICITATION NO.			
				9B. DATED (SEE ITEM 11)			
				x			
				10A. MODIFICATION OF CONTRACT/ORDER NO.			
				EP-C-16-008			
				68HERC19F0269			
				10B. DATED (SEE ITEM 13)			
				09/24/2019			
CODE 800884181		FACILITY CODE					
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or electronic communication which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or electronic communication, provided each letter or electronic communication makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required)				(b)(4)			
See Schedule							
<b>13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>							
CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.						
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).						
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:						
X	D. OTHER (Specify type of modification and authority) Unilateral - FAR 52.232-22 Limitation of Funds						
<b>E. IMPORTANT:</b> Contractor <input checked="" type="checkbox"/> is not <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)							
DUNS Number: 800884181							
The purpose of this modification is to provide incremental funding in the amount of (b)(4) (b)(4) to cost and (b)(4) to fee) for Option Period 2 in accordance with the attached Recapitulation of Funds.							
TOCOR: Brian Hasty Max Expire Date: 01/31/2022 Invoice Approver: Brian Hasty Alt Invoice App: Hugh Sullivan							
LIST OF CHANGES:							
Reason for Modification: Funding Only Action							
Obligated Amount for this Modification: (b)(4)							
New Total Obligated Amount for this Award: (b)(4)							
Incremental Funded Amount changed: from (b)(4)							
Continued ...							
Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				Sandra Stargardt-Licis			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
(Signature of person authorized to sign)				ELECTRONIC SIGNATURE		09/27/2021	
				(Signature of Contracting Officer)			

## CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
EP-C-16-008/68HERC19F0269/P00009PAGE OF  
2 3

NAME OF OFFEROR OR CONTRACTOR

GREAT LAKES ENVIRONMENTAL CENTER, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>CHANGES FOR LINE ITEM NUMBER: 3 Obligated Amount for this Modification: (b)(4) Incremental Funded Amount changed from (b)(4)</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 21-22-B-87FM-000B89-2505-2187ME4041-001 Beginning Fiscal Year 21 Ending Fiscal Year 22 Fund (Appropriation) B Budget Organization 87FM Program (PRC) 000B89 Budget (BOC) 2505 Job # (Site/Project) Cost Organization DCN-LineID 2187ME4041-001 Quantity: 0 Amount: (b)(4) Percent: (b)(4) Subject To Funding: N Payment Address: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711</p> <p>Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711 Period of Performance: 10/01/2019 to 01/31/2022 . All other terms and conditions remain unchanged.</p>				

## SECTION B - Supplies or Services/Prices

### B-3 Local Clauses EPA-B-32-101 LIMITATION OF FUNDS NOTICE

#### OPTION PERIOD 2

(a) Severable services may be incrementally funded. Non-severable services shall not be incrementally funded. Pursuant to clause 52.232-22/Limitation of Funds, incremental funding in the amount of (b)(4) is allotted to cover estimated cost. Funding in the amount of (b)(4) is provided to cover the corresponding increment of fixed fee. The amount allotted for costs is estimated to cover the contractor's performance through 06/25/2021.

(b) When the contract is fully funded as specified in clause EPA-B-16-102/ Estimated Cost and Fixed Fee, then clause 52.232-20/Limitation of Cost shall become applicable.

(c) Recapitulation of Funds

#### RECAPITULATION OF FUNDING TO DATE BY CONTRACT PERIOD

CONTRACT NO. EP-C-16-008

TASK ORDER NO. 68HERC19F0269

#### Option Period 2 - FROM 2/1/2021 through 01/31/22

<u>FUNDING ACTION</u>	<u>ESTIMATED COST</u>	<u>FIXED FEE</u>	<u>TOTAL COST PLUS FIXED FEE</u>
P00006	(b)(4)	(b)(4)	\$ 30,000.00
P00008			\$ 141,134.69
P00009			\$ 30,000.00
<b>Total Funded</b>			\$ 201,134.69
<b>Total Per Contract</b>			\$ 430,929.00
<b>Balance Unfunded</b>			\$ 229,794.31